

Microsoft PowerPoint MCQ Question Answer

Visit <https://competitive-exam.in> for more MCQ

Question: 1. Which file format can be added to a PowerPoint show ?

- Option A. .jpg
- Option B. .gif
- Option C. .wav
- Option D. All of above

Question: 2. You can edit an embedded organization chart object by ?

- Option A. Right clicking the chart object, then clicking edit MS-Organization Chart object
- Option B. Double clicking the organization chart object
- Option C. Clicking edit object
- Option D. A and C both

Question: 3. How to select one hyperlink after another during a slide presentation ?

- Option A. Ctrl + K
- Option B. Ctrl + H
- Option C. Tab
- Option D. Ctrl + D

Question: 4. Special effects used to introduce slides in a presentation are known as ?

- Option A. effects
- Option B. transitions
- Option C. custom animations
- Option D. annotations

Question: 5. Which PowerPoint view works best for adding slide transitions ?

- Option A. Slide view
- Option B. Slide show view
- Option C. Notes view
- Option D. Slide sorter view

Question: 6. Which PowerPoint feature allows the user to create a simple presentation quickly ?

- Option A. Transition Wizard
- Option B. AutoContent Wizard
- Option C. Animations
- Option D. Chart Wizard

Question: 7. Which of the following will not advance the slides in a slide show view ?

- Option A. The mouse button

- Option B. The space bar
- Option C. The enter key
- Option D. The esc key

Question: 8. Which of the following views is the best view to use when setting transition effects for all slides in a presentation ?

- Option A. Notes page view
- Option B. Slide view
- Option C. Outline view
- Option D. Slide sorter view

Question: 9. Which option can be used to set custom timings for slides in a presentation ?

- Option A. Slider Timer
- Option B. Slider Timings
- Option C. Slide Show Setup
- Option D. Rehearsal

Question: 10. Which key can be used to view Slide show ?

- Option A. F5
- Option B. F2
- Option C. F7
- Option D. F9

Question: 11. Which type of fonts are best suite for titles and headlines ?

- Option A. Serif Fonts
- Option B. Text Fonts
- Option C. Picture Fonts
- Option D. Sans Serif Fonts

Question: 12. What is maximum Zoom percentage in Microsoft PowerPoint ?

- Option A. 300%
- Option B. 100%
- Option C. 400%
- Option D. 200%

Question: 13. How we can put a Chart in the presentation using PowerPoint ?

- Option A. Edit -> Chart
- Option B. Insert -> Pictures -> Chart
- Option C. Insert -> Chart
- Option D. View -> Chart

Question: 14. Which of the following can you use to add times to the slides in a presentation ?

- Option A. Slide Show menu
- Option B. Rehearse timing button
- Option C. Slide transition button
- Option D. All of above

Question: 15. Which PowerPoint view works best for adding slide transitions ?

- Option A. Slide sorter view
- Option B. Slide show view
- Option C. Notes view
- Option D. Slide view

Question: 16. How to select one hyperlink after another during a slide presentation ?

- Option A. Ctrl + D
- Option B. Ctrl + K
- Option C. Tab
- Option D. Ctrl + H

Question: 17. How can we view slide show repeated continuously ?

- Option A. loop more
- Option B. repeat continuously
- Option C. loop continuously until Esc
- Option D. none

Question: 18. What is a trigger, in context of animations ?

- Option A. An object to be inserted in the presentation
- Option B. An action button that advances to the next slide
- Option C. The name of a motion path
- Option D. An item on the slide that performs an action when clicked

Question: 19. From where can we set the timing for each object ?

- Option A. view, slide sorter
- Option B. slide show, custom animation
- Option C. Slide show, Slide transition
- Option D. slide show, custom transition

Question: 20. How we can create a uniform appearance by adding a background image to all slides ?

- Option A. Use the autocorrect wizard
- Option B. By editing last slide
- Option C. Edit the slide master
- Option D. Create a template

Question: 21. How can you see all your slides at once ?

- Option A. Through slide show
- Option B. Through slide sorter view
- Option C. Through normal view
- Option D. Through slide view

Question: 22. Ellipse Motion is a predefined ____ .

- Option A. Design Template
- Option B. Color Scheme
- Option C. Animation Scheme
- Option D. None of above

Question: 23. How we can replace a font on all slides with another font in Powerpoint ?

- Option A. Tools -> Fonts
- Option B. Edit -> Fonts
- Option C. Format -> Replace Fonts
- Option D. Tools -> Replace Fonts

Question: 24. Shortcut to insert new slide in the current Presentation is ?

- Option A. CTRL+M
- Option B. CTRL+O
- Option C. CTRL+F
- Option D. CTRL+N

Question: 25. A File which contains readymade styles that can be used for a presentation is called ____ ?

- Option A. AutoStyle
- Option B. Wizard
- Option C. Template
- Option D. Pre formatting

Question: 26. The boxes that are displayed to indicate that the text, pictures or objects are placed in it is called ?

- Option A. Placeholder
- Option B. Word Art
- Option C. AutoText
- Option D. Text box

Question: 27. To open the existing presentation, press

- Option A. CTRL + O
- Option B. CTRL + A
- Option C. CTRL + L
- Option D. CTRL + N

Question: 28. How can we stop a slide show ?

Option A. Press the right arrow

Option B. Press Escape

Option C. Press Ctrl + A

Option D. Press Ctrl + S

Question: 29. Power Point can display data from which of the following add-in software of MS Office ?

Option A. Equation Editor

Option B. Organization Chart

Option C. Photo Album

Option D. All of above

Question: 30. The spelling dialog box can be involved by choosing spelling from ____ menu.

Option A. insert

Option B. view

Option C. file

Option D. tools

Answer Sheet

1	D	
2	D	
3	C	
4	B	
5	D	
6	B	
7	D	
8	D	
9	D	
10	A	
11	D	
12	C	
13	B	
14	B	
15	A	
16	C	
17	C	
18	D	
19	B	
20	C	
21	B	
22	C	
23	C	
24	A	
25	C	
26	A	
27	A	
28	B	
29	D	
30	D	